
Microsoft OneNote 2016

Course Content

In this 1-day course, students will learn about and how to use Microsoft OneNote 2016. This electronic version of a traditional paper notebook is ideal for those of us who want to keep ideas, reminders, notes, documents, photos even audio and video in one location.

The goal of this course is to show students how to use this all-in-one, free-flowing canvas using sections and pages, much like you would see in a classic 3-ring binder.

It's the ultimate in organization.

We'll begin by going over the OneNote interface and explore templates and customizations. After that, adding content to the pages and sections will show off how useful and easy OneNote is.

In this course, we'll also go over the finalization of a notebook, as well as the sharing and collaboration features.

OneNote can also sync perfectly with mobile devices, so we'll explore mobile options to have anywhere access to OneNote 2016!

Lessons include the following:

- Explore the Notebook Structure
 - Navigate the OneNote 2016 Environment
 - Use Predesigned Templates for OneNote Notebooks
 - Customize the User Interface within OneNote
- Add Content and Formats to a OneNote Notebook
 - Modify Formatting in a Notebook
 - Add Audio and Video to a Notebook
 - Add Quick Notes and Links
 - Use Tags, Symbols, Drawing Tools, and Pen Options
- Manage OneNote Notebooks, History, and Backups
 - Save and Export Content and Use Alternate File Types
 - Manage Notebook Recycle Bins and Backups
- Work with Excel Spreadsheets and Embedded Files
 - Work with Excel Spreadsheets
 - Work with Embedded Files
- Sharing and Collaborating with Notebooks
 - Send a Notebook and Use Outlook Integration
 - Share and Collaborate on Notebooks
- Finalize a Notebook
 - Finalize a Notebook Using Proofing and Print Settings
 - Configure Notebook Settings, Properties, and Security
 - Organize and Search Notebooks
- Use OneNote on a Mobile Device
 - Download apps
 - Sync OneNote